

December 10, 2019



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
December 10, 2019**

Members Present

- ☒ Paul Sirks, Chairman
- ☐ Karla Smith, Vice Chairman
- ☒ Jennifer Benetti-Longhini, Secretary (via telephone)
- ☒ Dr. Don Daniel, Treasurer
- ☒ Mike Rutherford, Assistant Treasurer
- ☒ Dr. Jim George, Assistant Secretary
- ☒ Jason Waller

Other Persons Present

- ☒ Jimmy Chapman, Deputy Airport Manager
- ☒ Alderman Ray Knowis
- ☐ Tullahoma News

Regular Meeting Minutes

Visitors: Sharon Tinkler and Klaus Markgraf (Public Comments).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the November 12, 2019 meeting were reviewed and approved as written.**
- 3. Public comments** – Klaus Markgraf and Sharon Tinkler discussed some safety concerns with powered parachutes. They reported that a powered parachute was hovering around the approach end of runway 6 while he was attempting an instrument approach to runway 6. They reported that other residents of the residential Airpark

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had near misses with powered parachutes. Paul Sirks will do some research with the powered parachute association and report back.

4. **Treasurer's report** – Dr. Daniel reported that bank statements had not arrived prior to the meeting.
5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – The glass has been replaced by A&R Glass at the east side entrance door.

Personnel – Jackie Entin has turned in her 2 - week notice. Her last day will be December 15.

FY 2019 Audit – Audit forms will be ready for Board members to complete at the Board meeting. TDOT completed an audit of 4 current Airport grants and had no findings. **City of Tulahoma and Airport audit should be available soon for review.**

Vandy LifeFlight Hangar – We have done some minor repair work on roof leaks that seem to be helping. Patrick Rinks inspected the roof and did not report any major problems to the roof itself but it does need more downspouts. During heavy rainfalls water is collecting on the east and west side of roof. He also noted that the roof fasteners are rusting and will need to be replaced in a few years. We are looking at replacing exterior light fixtures with LED due to cost of renting a lift to replace burned out light bulbs. We completed an emergency repair project on the hangar door on 9/27/19. Both door motors were replaced for \$3,850.00. **12/10/19 No Change**

Runway Concrete Repair Demo – Jon Glass met with representatives from Elephant Armor on 7/2/18. They have an epoxy based concrete repair method that is a fraction of the cost of full depth replacement. They are currently doing work on the runways at BNA. They will do a sample area of runway 18/36 to demo the method of repair. PDC and TAD reps will be here to observe and I will notify Board members prior to the work being done. Instead of 4 repair patches for free they have offered to come here and work for a full day for \$2,500 to \$3,000. I recommend we approve this proposal as this could be a very cost effective concrete repair for runway 18/36. They are located in west TN so I think this is a fair proposal. We had 2 dates scheduled in December and got rained out. The next window is January 9 to 11. The work is complete and we will monitor the patches over the next 12 months. I think this will be a viable option to repair runway 18/36 at a fraction of the cost of other repair methods. **10/8/19 No Change**

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ODAL's Flight Check – FAA did a flight check on 10/25/18 and we failed due to trees at the first light. Curl Construction will remove the trees for \$125.00 per hour. We believe it will take 3 to 4 hours to complete the work. The area is too wet for any heavy equipment. They have a crew with chainsaws that completed the work on 12/7/18 and FAA has been notified. If we do not pass next flight check will have to wait until June or July when we can get some heavy equipment to take down more trees. Flight check is scheduled for 3/13/19. FAA has not advised on the results of flight check. **10/8/19 No Change**

Taxiway A and South Ramp Drainage – The Engineer grant has been approved and was returned on 12/6/18. The scoping meeting was held on 1/16/19 and the work authorization should be ready for our approval on 2/12/19. Survey work is scheduled to be completed the week of 3/11/19. The following schedule will apply to this project and the pavement maintenance project. Engineer work completed July 3, bid advertisement July 7, bid opening and award July 30, construction begins August 12 and ends September 7. The design work is scheduled to be completed 6/21/19. The pre-bid meeting was on 9/10/19 and bid results will be available for the 9/17/19 Board meeting. Curl Construction is about 95% complete with the work. We expanded the scope of work and cost on the south ramp but it will still be under the grant amount. Curl has also worked with 2 hangar owners to improve drainage around their hangars. The ramp area and taxiway should drain much better after work is completed. **Work is complete on the ramp and Taxiway A. Curl Construction has not submitted any bills yet.**

Pavement Maintenance Project – This has been submitted to Blackcat as a project request. It has been recommended for approval by TAD. The project consists of Taxiway D remarking, Taxiway F sealcoat and crack repair, Harton Hangar Plaza sealcoat and crack repair along with Terminal building auto parking lot seal coat and crack repair on the maintenance contract. Dr. Daniel and Jeremy Bell will sign the grant as soon as it is available. The 90% design meeting is scheduled for the week of June 17th. Bids were opened on 8/7/19 with the following results:

American Stripers, LLC. - \$45,344.64

Remac, Inc. - \$73,663.50

Barton Construction \$93,807.00

The final payment of \$45,344.64 to American Stripers has been submitted to the Aeronautics Division for payment.

TAD Grants – They have a new policy where work can begin on a grant after staff or TAC approval instead of waiting for the Commissioner to sign the grant 2 to 3 months later. This can help us with the drainage and pavement repair grants that were delayed because of the 9/27 tree issue. This decision could be reversed when the new TDOT Commissioner is appointed in January by the new Governor. **10/8/19 No Change**

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USDA Loan Request – We should get a reply soon on the USDA loan Jon Glass requested several months ago. It is a 15% grant and 85% 40 - year loan at 3 or 3.5% interest rate. The request was for \$400,000 for Runway 18/36 concrete repair and \$800,000 for a new 10,000 square foot hangar. 12/10/19 No Change

Airport CIP List

These are the projects that have been ranked by the Board for priority over the next 4 years:

1. ALP Update and AGIS Survey (\$300,000).
2. Runway 18/36 concrete repair (\$400,000).
3. North Taxiway Overlay (\$275,000).
4. Runway 6/24 crack repair and seal coat (\$375,000).

Jon Glass attended the annual CIP meeting at Smyrna Airport on 10/17/19. The runway 18/36 concrete repair will not be funded by TAD and should be done on USDA loan if approved. The runway 6/24 crack repair and seal coat will most likely be completed by TAD at no cost to the Airport next year. The following items should be included:

1. **New Airfield Electrical vault or VOR building (\$150,000).**
2. **Drainage repairs – Undetrmined (\$125,000).**
3. **Ramp/Taxiway Concrete Repair (\$500,000).**

The updated CIP list has been submitted the Aeronautics Division.

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. We have received the final reimbursement of \$3,418.78 for FY19. The terminal building parking lot seal coat work was completed under the pavement maintenance project saving us about \$8,500 on the maintenance contract grant. **July to November invoices will be submitted in January.**

Coffee County Appropriation – I have requested the money approved by the Coffee County Commission approved for FY 19 and it should arrive by 2/15/19. Last year we received \$15,000.00. Mayor Cordell advised Jon Glass that our \$15,000 request for FY20 had been approved. **10/8/19 No Change**

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NW Hangar 2 – The \$250,000 grant request will be on the September 21 TAC meeting agenda. The grant request was approved with a 5-0 vote at the TAC meeting. The \$200,000 TML loan has been approved and will be executed on 10/19/17. Received the grant on 11/9/17 and Dr. Daniel and Jeremy Bell signed on 11/10/17 and it was returned to TDOT for the Commissioner's signature. The executed grant was received on 12/1/17. The scoping meeting is being scheduled for the week of March 19. Rinks and Associates has started work on the design phase of the hangar. Advertisement for bids will be in the 8/12/18 edition of the Tullahoma News. The pre-bid meeting will be 8/30/18 and bids will be opened on 9/13/18. The site plan was approved at the 9/17/18 Planning Commission meeting. Bid results, letter of recommendation from Rinks & Associates and financing plan is attached for your review. Sue Wilson is getting the UDAG loan approved and the amendment for the grant has been submitted. The building permit and FAA Buy America letter has been submitted. Richland started work on the hangar on 10/30/18. The grant amendment for \$72,187.00 was approved by TAD. The UDAG loan will be completed on 11/16/18. The footers have been poured and the concrete pad is next when it gets a little warmer. The concrete pad has been poured and the Contractors time will stop until the building is delivered. We anticipate the building will arrive about March 4th and take 6 weeks to construct. We set aside \$50,000 in TAA funding for undercut based on the avionics hangar and only \$625.00 was used for undercut on the new hangar saving \$49,375.00. There were 2 items we did not plan for with concrete duct needed for \$886.00 and QC testing that use to be provided by the Contractor. This is a new building code rule that is a good one and requires us to hire an independent party for testing we were just not aware of it. This cost is \$6,281.25 but we hope some of it can be offset by reduced Engineering fees. Since the undercut came in much better than estimated I propose that we add electronic openers to the 24 foot doors at a cost of \$20,937.00. We can save about \$5,000 by adding the openers now while the building is being made as opposed to after it is completed. New arrival date for the building is 3/25/19. The hangar is scheduled to be completed prior to June 15. The substantial completion inspection will be done on June 17. The aircraft can move into the hangar when the City issues the Certificate of Occupancy. The final inspection has been completed and the Certificate of Occupancy has been received. The final grant payment has been made and we will determine the final amount owed to the Contractor. The final construction bill over the grant amount to Richland is \$30,000.00. **Final payment has been made to the Contractor.**

Select TN Site Development Grant – The City is in the process of applying for a grant for the Business Airpark. Proposed work includes drainage improvements, concrete repair, clearing and grubbing, signage and lighting in the amount of 500k. The application was submitted on the February 1 deadline and we should know by July 1 if we will receive the grant. The application request was not approved but can be resubmitted for the next round of funding that is available. The 2nd round of funding has been approved by ECD. The application was submitted by the December deadline. The grant announcements will be in

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the March/April timeframe. Thom Robinson, Scot St. John, Winston Brooks and Jon Glass went to the ECD office on March 8 and made a presentation for the grant. ECD should announce the final decision on grants in 4 to 6 weeks. We did receive the grant for tree clearing and drainage improvements in the amount of \$280,000. Contracts for the grant should be ready by July 1. The grant has been executed by the City and ECD. The bids will be opened at 11:00 am on 1/11/18 at City Hall. Curl Construction is the apparent low bidder at \$262,286.68, the highest bid was \$907,196.00. BOMA will vote to accept or reject the bid at the 2/12/18 meeting. The pre-construction meeting will be held on 2/21/18. Curl Construction is nearing completion on the tree clearing and will leave a buffer of trees regarding the XP Services concerns. The subcontractor that is supposed to grind the trees left the Airport. Curl has tried to burn the trees but that led to complaints from XP Services. Their time has been stopped and we will try to wait for the subcontractor to return. Alex Richman with the Motlow family will look at them 10/12/18 and see if they have any interest in the timber. The trees have been disposed of and final cleanup is all that is left to be completed. Conditions are to wet for clean up right now. Curl Construction should complete the clean up work the week of 4/8/19. The final inspection is complete. The final item is to remove the silt fence. They gave us the go ahead to start mowing the area. Curl Construction will remove the silt fence on 11/11/19. **Work is completed.**

Airport Inspection – I have requested TAD to complete the Airport inspection earlier this year so any issues can be corrected prior to the AOPA Fly-In. They did the inspection on 6/4/19 and I should have the report in a week. We had no section 1 violations and received our Airport license. **10/18/19 No Change**

Construction Lease – Greg Curl and Ronnie Randall are requesting permission to enter into a 2 year construction lease on North taxiway 312.

FUEL SALES

Fuel sales for the month of November 2019 were 16,362.93 gallons. This is a 1,554. gallon decrease in the 25,511.30 gallons sold in November of 2018. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

We passed our all-time fuel sales record of 234,691.04 from 2018 last month!

Fuel Sales 1/1/19 to 11/30/19 = 242,580.43

Fuel Sales 1/1/18 to 11/30/18 = 220,334.57

November 2019	AVGAS	AVGAS SS	Total
Gallons	1,943.6	1,999.83	3,943.43
Flow Fee	\$194.36	\$199.98	\$394.34
Pump Fee	\$971.80	\$499.95	\$1,471.75

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November 2019	Jet Full Price	Jet Discount	Total
Gallons	1,008.5	11,411	12,419.5
Flow Fee	\$100.85	\$1,141.10	\$1,241.95
Truck Fee	\$100.85	\$1,141.10	\$1,241.95
Pump Fee	\$1,000.85	\$6,927.00	\$7,927.85

Total AVGAS & Jet Gallons = 16,362.93

Total Flow Fee = \$1,636.29

Total Jet Truck Fee = \$1,241.95

Total Pump Fee = \$9,399.60

Total Part-Time Employment Cost = \$3,765.50

Jet Truck Fee Minus Rental = +\$391.95

Pump Fee Minus Employment Cost = +\$5,634.10

FUEL PRICES

12/3/19	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$4.15	\$4.30	\$3.95		\$4.38	\$4.59
AVGAS FS	\$4.40	\$4.50	\$3.95	\$3.71	\$4.59	\$4.79
Jet	\$3.95	\$3.95	\$3.86	\$3.97	\$4.27	\$3.80

Airports within 50 miles of Tallahoma

Average AVGAS price - \$4.84 Average Jet price - \$4.39

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
November 2019	16,362.93
November 2018	25,511.30
November 2017	14,416.38
November 2016	14,137.83
November 2015	12,182.89
November 2014	15,260.36
November 2013	8,036.32
November 2012	12,924.6
November 2011	12,927.0

ANNUAL FUEL SALES (Gallons)

2018	234,691.04
2017	192,043.95

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2016	219,458.44
2015	206,683.02
2014	179,611.14
2013	118,597.24
2012	146,293.66
2011 * TAA took over fuel sales on 5/11/11	117,223.75
2010	97,983.8
2009	94,408.7
2008	113,262.8
2007	107,196.8

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – No problems or outages for November 2019.

VOR – FAA has sent out notices regarding the decommissioning of the VOR.

AWOS – No problems or outages for November 2019.

Veeder Root Fuel System – No problems or outages for November 2019.

RUNWAY AND TAXIWAY LIGHTS – Taxiway A lights out from drainage project. Bill Stuart to repair.

REILS AND PAPI – No problems or outages for November 2019.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

AIRPORT MARKETING/PRESENTATIONS –

6. Old Business:

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- A. TN Skydiving** – Paul Sirks reported that he signed the lease effective 12/6/19. TN Skydiving has not returned the signed Lease yet.

7. New Business:

- A. XP Services Grant Request to TAD Economic Fund** – Jimmy Chapman reported that the grant request has been submitted to the TN Aeronautics Division Economic Development Fund for a new hangar for XP Services. A decision will be made by the Aeronautics Division in January of 2020.

- B. Other New Business** – Paul Sirks reported that the pollination friendly site that Alderman Dunn briefed the Airport on at the 11/12/19 Board meeting would attract wildlife to the Airport. It was decided not to plant the pollination site for safety reasons.

- 8. Aldermen Knowis Comments** – Alderman Knowis reported that the City agreed to fund the new Police station. American Constructors won the bid to construct the new building.

9. Meeting was adjourned at 5:46 pm.

Submitted on 12/18/2019

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting